ACTIVITY SECURITY CHECKLIST

DIVISION/BRANCH/OFFICE

ROOM NUMBER

MONTH AND YEAR

April 2003

Irregularities discovered will be promptly reported to the designated Security Office for corrective action.

Auto Craft Shop/Bldg. 1122

Statement

I have conducted a security inspection of this work area and checked all the items listed below.

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DIVISION/BRANCH/DEFICE ROOM NUMBER MONTH AND YEAR **ACTIVITY SECURITY CHECKLIST** Auto Craft Shop/Bldg. 1122 Statement Irregularities discovered will be promptly reported to the designated Security Office for corrective action. I have conducted a security inspection of this work area and checked all the items listed below. THROUGH (If required) FROM (If required) TO (If required) 2 3 12 13 17 18 19 21 22 23 24 25 26 28 29 30 1. Security containers have been locked and checked. 2. Desks, wastebaskets and other surfaces and receptacles are free of classified material. 3. Windows and doors have been locked (where appropriate). 4. Security alarm(s) and equipment have been activated (where appropriate). 5. Change fund is security and deposit made. 6. Call the PMO at close of business x21112. 14 11 14 14 14 SK SK St 16 2 be blog blass BLACES BS. 65 65 PS PS INITIAL FOR DAILY REPORT TIME STANDARD FORM 701 (8-85) Friescribed by SSA/ISO0 - OLE The 3

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